Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040058-4

ER-5-9046

SECRET

SEP 3 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Increase in Ceiling of Office of Communications

1. The attached memorandum (Tab A) from the Office of Communications has the concurrence of the Budget Division (Tab B). Classification and Wage Division has concurred orally.

2. The Office of Communications requests an increase in ceiling of nine slots in order to permit an increase in the permanent on duty strength of the Signal Center. The 9 slots which are to be filled under the proposed ceiling increase are: V1144.03, 1144.04, 1144.05, 1144.06, 1137.02, 1137.03, 1137.04, 1137.05, 1137.06. Budget Division indicates, in Tab B, that funds are available in the Comm operating budgets for both fiscal year 1955 and 1956. Vouchered funds will be used to permit the increase.

3. The proposed increase in ceiling for the Signal Center is necessitated by the following factors:

a. An increase in cable traffic in the first 10 months of fiscal year 1954 of 1,900,000 groups over the same period in FY 1953. This represents a 4% increase in volume.

b. A 16% increase, during the same period, in high precedence cable traffic. High precedence cables require handling by a greater number of Signal Center personnel than more routine cables, since such cables are accorded individual treatment.

c. Increased special traffic.

d. Increased teleconference activities and increased intelligence dissemination duties.

e. Need for additional personnel to fill in for personnel on leave and for personnel rotated overseas.

4. In order to handle these problems, Signal Center has been required to draw upon personnel performing other Comm cuties, thus causing problems in other parts of Comm.

5. It is recommended that the requested increase in the Office of Communications ceiling of nine slots be approved.

SECRET

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040058-4

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040058-4

6. Since the expansion of Signal Center is necessitated by a significant increase in cable processing support provided for the Agency, it is recommended that you ask the Director to release the nine personnel ceiling slots from his reserve. For your convenience, we are attaching a memorandum for your signature.

[redacted]
Chief, Management Staff

25X1A

ATTACHMENTS:
Tab A - Proposal
Tab B - Concurrence of Budget Div.
Tab C - Memorandum

Deputy (Gen. Cabell)
The ~~Acting~~ Director has given verbal approval to the increase in the ceiling of the Office of Communications by nine (9) positions, from a total of [redacted] to a total of [redacted]

25X9
25X9

Please adjust your records accordingly.

/s/
L. K. WHITE
Deputy Director
(Administration)

13 Sept 54
Date

DISTRIBUTION:
Orig - Office of Personnel
1 - Ass't. to the DD/I (Admin)
1 - Chief, Admin Staff, Commo
1 - Comptroller
1 - MS Comeback
1 - DD/A chrono
1 - DD/A subject

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040058-4

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040058-4

EBW

TRANSMITTAL SLIP

13 Sept 74
(Date)

TO: Asst. to DD/I Admin

BUILDING	ROOM NO.
Admin	221

REMARKS:

FROM: DD/A

BUILDING	ROOM NO.	EXTENSION
Admin	227	717

FORM NO. SEP 1946 36-8

16—65268-1 GPO

Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040058-4